



Now Accepting Applications for

PRESIDENT

Chattahoochee Valley Community College, a comprehensive community college located in Phenix City, Alabama, seeks a visionary and experienced senior administrator, who will provide exceptional leadership as the **President**. The President reports to the Chancellor of the Alabama Community College System.



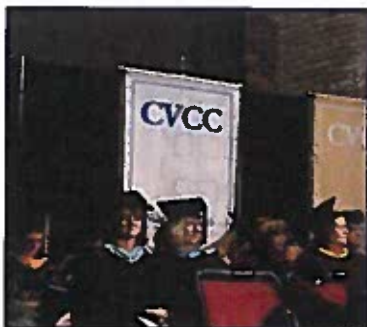
For consideration, application materials must be received by October 23, 2017.

POSITION SUMMARY

The President is the chief administrative and executive officer of the college and reports directly to the Chancellor of the Alabama Community College System. The President is responsible for administering and supervising the total college program of Chattahoochee Valley Community College. The President will delegate authority and yet retain final responsibility for the effective operation of the college.

RESPONSIBILITIES

- ❖ Follow established policies and procedures of the Alabama Community College System Board of Trustees and the Chancellor.
- ❖ Follow established channels in relating the affairs of the college to the Chancellor and the Alabama Community College System Board of Trustees.
- ❖ Represent the college at the state and national levels by attending Presidents' meetings, serving on special interest committees, and attending regional and national meetings as appropriate.
- ❖ Appoint all faculty and staff of the institution using prescribed procedures, assign their duties and responsibilities, and ensure periodic evaluation.
- ❖ Report data and information in a timely and accurate manner to the Alabama Community College System Office.
- ❖ Manage the fiscal affairs of the college efficiently and economically.
- ❖ Interpret the mission of the college to local business, industry, and civic interests.
- ❖ Involve the community in planning programs and services to be offered at the college.
- ❖ Promote the maximum utilization of the college's facilities and resources to the benefit of the community.
- ❖ Promote the articulation of the college's programs with secondary and other postsecondary institutions.
- ❖ Secure, as appropriate, governmental and other outside funding for the college's projects.
- ❖ Conduct appropriate fundraising activities.
- ❖ Provide leadership for maintaining quality educational programs.
- ❖ Create an atmosphere conducive to high faculty, staff, and student morale.
- ❖ Effectively delegate responsibility and authority to appropriate administrative officers.
- ❖ Maintain open channels of communication with faculty, staff, and students.
- ❖ Direct long-range planning activities which include input from the faculty, staff, and students; support



continuous professional development activities of faculty and staff; and develop annual and long-range goals for the college.

- ❖ Provide effective leadership and management for the overall direction of the institution.

QUALIFICATIONS

- ❖ Earned master's degree from a regionally accredited institution is required.
- ❖ A background of high-level administrative experience with a minimum of five years of senior-level, full-time administrative experience in an applicable institution, government agency or industry is required.
- ❖ Knowledge of the mission and role of public two-year institutions, particularly their important role in academic preparation and in community economic and workforce development is required.
- ❖ Experience in interpreting organizational needs and programs is required.
- ❖ Experience in working

with community organizations and agencies, area school systems and governmental entities is required.

- ❖ Experience in providing services and training for business and industry is required.

Educational Philosophy

- ❖ Committed to the community college concept of quality education.
- ❖ Committed to the professional development of faculty and staff.
- ❖ Student-oriented in the sense of recognizing that all aspects of the college are to facilitate learning and student development, with the student obtaining a level of competency and the student being kept informed of progress.
- ❖ Committed to the offering of programs that are relevant to the current needs of business and industry.
- ❖ Demonstrated knowledge of the academic transfer programs and evidence of ability to work with the four-year

institutions.

- ❖ Demonstrated knowledge of the technical programs and evidence of ability to work with business and industry.

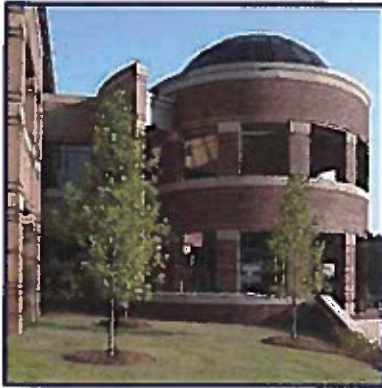
Personal Characteristics

- ❖ Demonstrated sensitivity to all facets of the community, including the needs of the various groups of which it is comprised.
- ❖ Demonstrated ability to communicate well, both orally and in writing.
- ❖ Demonstrated ability to work as a team member, which includes all segments of the college faculty, staff, students, and governing board.
- ❖ Demonstrated leadership, decision-making, and coordinating abilities in a complex organization.



- ❖ Demonstrated ability to project a positive public image.

Chattahoochee Valley Community College



Chattahoochee Valley Community College was established by an act of the Alabama Legislature during its 1973 legislative session. Located in Phenix City, Alabama, Chattahoochee Valley Community College serves the citizens of Phenix City, Russell County, and parts of Bullock, Lee, Macon and Barbour counties. Its primary service area is Russell County, the eastern one-third of Macon County and the southeastern corner of Lee County. It also provides a variety of educational opportunities for the citizens of the Ft. Benning – Columbus, Georgia metropolitan area.

Dr. Ralph Savage, Chattahoochee Valley's founding president, was a driving force in securing approval for creating the college in 1973.

Chattahoochee Valley Community College opened in January of 1974 and initially used temporary facilities located throughout Phenix

City. Chattahoochee Valley Community College first occupied its present permanent location in 1976. Its campus contains 101 acres upon which are located nine permanent buildings: an administrative/classroom building, an instructional and performing arts center, a general purpose classroom building, a learning resources center, a fine arts building, a health and physical education building/gymnasium, a student services center, an industry training center and a security office.

The college's fall 2017 enrollment is approximately 1,400 students. The college employs 95 full-time and approximately 110 part-time employees. Educational emphasis is on academic programs for transferability, technical programs for specialized career competencies, and health sciences programs. Chattahoochee Valley Community College also offers workforce development and adult education programs.

Chattahoochee Valley Community College has an operating budget of approximately \$19.3 million. The average age of the student body is 24½. More than 79% of students receive financial aid. Thirty-five percent of students are enrolled in a technical or health sciences program.

Classrooms and resources are vital to the college experience,

but student life and athletics also play a part in shaping the college student. Athletics have a deep history at Chattahoochee Valley Community College. There has been one national championship team at the college—the 1981 men's golf team—which was also the first national championship team for Alabama's junior college system. With approximately 88 student athletes comprising four sports (softball, men's and women's basketball, and baseball), the Chattahoochee Valley Pirates athletics program competes in the Alabama Community College Conference (ACCC) and is a member of the National Junior College Athletic Association (NJCAA). The Chattahoochee Valley Pirates baseball team achieved first-place rankings in the NJCAA polls during 2013 and 2014.





Chattahoochee Valley Community College serves approximately 1,400 students across one instructional site. This presidency provides an excellent leadership opportunity for a well-experienced administrator who is committed to successfully preparing students for career paths that meet the area's growing economic and workforce development needs.

Application Procedures

For consideration as an applicant for the position, a complete application package must be received in the ACCS Human Resources office on or before October 23, 2017 at 5:00 p.m. CST. Application materials will be accepted via mail delivery, hand delivery, or via e-mail. Faxed application materials will not be accepted. A complete application packet consists of:

- (1) a letter of interest;
- (2) a completed official presidential application form;
- (3) a comprehensive résumé or curriculum vitae;
- (4) a list of five references, including complete contact information for each reference;
- (5) unofficial college transcripts, including identification of the applicant, the institution, and the degree(s) earned.

Application forms may be obtained at <https://www.accs.cc/index.cfm/departments-services/human-resources/> or by calling (334) 293-4628.

A complete application packet must be submitted to:

ACCS Human Resources
Attn: Ms. Michelle Sylvester
P. O. Box 302130
135 South Union Street
Montgomery, AL 36130-2130

Questions regarding the application and selection processes may be referred to Ms. Michelle Sylvester, Executive Director of Human Resources for the ACCS, by phone at (334) 293-4554 or by email at michelle.sylvester@accs.edu.

Salary: Salary is dependent upon qualifications and experience. The salary range is \$123,824 to \$159,779 and other allowances are provided. Benefits include retirement plan and health insurance.

The successful candidate must be available to assume the position within a reasonable time and must be willing to relocate to the community in which the college is located. Finalists will be required to provide official college transcripts and submit to a criminal background check.

Selection process is subject to the Alabama Sunshine Law.

The Alabama Community College System is an equal opportunity employer. It is the official policy of the Alabama Community College System that no person shall, on the grounds of race, color, gender, religion, creed, national origin, age, or disability, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program, activity, or employment

APPLICATION FOR EMPLOYMENT

CHATAHOOCHEE VALLEY COMMUNITY COLLEGE

Position Information	Title of position for which you are applying: <input type="text"/>			Date of Application				
	Last Name		First Name		Middle Initial			
Personal Information	Address		City		State	Zip		
	Contact Information							
	Phone: Home		Work	Cell		E-mail Address		
Secondary and Postsecondary Education		School/College		Dates Attended From / To		Major	Minor	Degree(s) Earned
	High School/ GED							
	College							
	College							
	College							
	Other (Specify)							
Additional Information	Are you currently employed or have been employed within the last twelve months at an Alabama Community College System college. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list the name of the college(s) and dates: _____							
	Please list most recent employment experience first.							
Employment History	Employer			Telephone Number		Job Duties		
	Address			Dates of Employment				
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time			Hourly Rate/Salary				
	Reason for Leaving							

Employment History (Continued)	Employer	Telephone Number	Job Duties
	Address	Dates of Employment	
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
	Reason for Leaving		
Employment History (Continued)	Employer	Telephone Number	Job Duties
	Address	Dates of Employment	
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
	Reason for Leaving		
Employment History (Continued)	Employer	Telephone Number	Job Duties
	Address	Dates of Employment	
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
	Reason for Leaving		
Employment History (Continued)	Employer	Telephone Number	Job Duties
	Address	Dates of Employment	
	Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hourly Rate/Salary	
	Reason for Leaving		

May we contact your current employer?

Yes

No

Skills, Awards, Certificates or Professional Activities	

References	Please list three references, other than relatives, who can provide information verifying qualifications, character, or work experience.		
	Name and Title	Address	Phone Number
Family Relationship	<p>For the purposes of disclosure, relative includes any person related within the fourth degree of affinity or consanguinity to any job, position, or office of profit with state or with any of its agencies.</p> <p>Are you a relative of any employee in the Alabama Community College system, including (name of college), or any member of the Alabama Community College System Board of Trustees? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list the name(s), relationship, and employer/position of relative(s):</p>		
Felony Conviction(s)	<p>Have you ever been convicted of or pled no contest or guilty to any felony or any crime involving theft, dishonesty, violence, or sexual misconduct? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, explain below:</p>		
Consent Agreement	<p>I represent and warrant that the information I have given on this application is full and true to the best of my knowledge and belief. I further acknowledge that I understand that I must provide documented verification of education, experience, and required certifications and/or licensures. And further, I represent and warrant that I have answered fully and truthfully all questions regarding criminal convictions/records. I understand that any offer of employment is contingent upon a satisfactory criminal background investigation and I hereby authorize my employing authority within the Alabama Community College System and/or its assigns to conduct a criminal background history investigation. I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures established for the Board of Trustees policy concerning criminal background checks will be followed. I further understand that I will be responsible for the cost of said criminal background check. I hereby expressly request, and give permission to, former employers and any persons who may have pertinent information concerning this application to furnish such information to college officials. I agree to hold such persons harmless, and I do hereby release them from any and all liability for damage of any nature whatsoever for furnishing such information. I understand that failure to provide full and true information on this application may result in disqualification or dismissal.</p>		
	Signature of Applicant _____		Date _____

Are you a member of the Alabama Community College System Applicant Pool? Yes No

Chattahoochee Valley Community College
 Attention: Human Resources
 2602 College Drive
 Phenix City, AL 36869
 334.214.4848

It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. (Each institution will make reasonable accommodations for qualified disabled applicants or employees.)

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The following information is gathered solely for reporting purposes and will not be used to evaluate the applicant's qualifications, suitability, or desirability for employment.

Name: _____
 Last First Middle

Other last name(s) by which previous records may be listed _____

Date of Birth _____

Ethnic Background (check one):

- American Indian or Alaskan Native
- White, not of Hispanic origin
- Hispanic/Latino
- Black or African American, not of Hispanic origin
- Asian
- Native Hawaiian or Other Pacific Islander
- Multi-racial
- Other

Gender (check one):

- Male
- Female

MISCELLANEOUS INFORMATION

Have you ever been employed by the College? Yes No

Position: _____ Employed from _____ to _____

How did you learn of this job opening? _____

**REQUEST, AUTHORIZATION, CONSENT, AND RELEASE
FOR BACKGROUND INFORMATION**

I have been informed and acknowledged that on April 13, 2016 the Alabama Community College System Board of Trustees adopted Policy 623.01 requiring criminal background checks for all new and current employees.

I understand that I may voluntarily consent to the use of my social security account number for the purpose of conducting a criminal background check. I further understand that my voluntary consent to use my social security account number is being requested for purposes of conducting a criminal background check, pursuant to the authority of the Alabama Community College System Board of Trustees policy regarding criminal background checks. I understand that neither the Alabama Community College System nor any employing authority within the Alabama Community College System will deny me any right, benefit or privilege provided by law because of my refusal to voluntarily consent to the use of my social security account number for the limited purpose of conducting a criminal background check pursuant to the Alabama Community College System Board of Trustees policy regarding criminal background checks.

_____ I voluntarily consent to the use of my social security account number for the limited purpose of conducting a criminal background check. Social Security # _____

_____ I do not consent to the use of my social security account number for the limited purpose of conducting a criminal background check.

The information I have given in my employment application, interviews, and/or related resumes and documents is true, complete, and accurate.

I understand and agree that if employed, and/or during any period of employment, any false statements, misrepresentations of facts, or omission made by myself become known, my employment shall be subject to immediate termination.

I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures established for the Board of Trustees policy concerning criminal background checks will be followed.

I have read and completely understand this release.

Applicant's Signature: _____ Date: _____

Applicant's Name (Please print): _____

Applicant's Address: _____

Applicant's Birthday: _____